



THOMPSON RIVERS
UNIVERSITY

Library

Offer of Donation

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E-Mail

Date

Description of Donation being offered:
(A complete list of titles must accompany all donations)

Policies:

- Ownership of all gifts transfer fully to the Library. The Library reserves the right to decide upon the retention, location, organization, use and disposition of all donated items;
- Any conditions or limitations attached to any gift must be acceptable to the Library and in accordance with University policy;
- Donations with an estimated value of \$1000 or less are appraised by the Collection Services Librarian or designate;
- If a tax receipt is requested and a donation has an estimated value of over \$1000, donors must seek an independent appraisal from a qualified person before making a donation to the Library;
- All donations must be directed to the Collection Services Librarian or the University Librarian. Final responsibility for acceptance of gifts rests with librarians responsible for collection development;
- Materials acquired using government or institutional funds are not personal property and therefore are not eligible for tax receipts.
- The Library will process gifts as time permits.

If you have any questions please contact: _____
Liaison Librarian

I _____ agree that my donation will become the property of
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Thompson Rivers University and make no restrictions as to its disposition.

Signature of Donor

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